

Communications Support Services Center (CSSC) NASA Headquarters

Outside Designer Checklist

Customers choosing to use design resources outside of the Communications Support Services Center (CSSC) to develop graphics, animation, multimedia and/or print projects must meet CSSC quality control guidelines prior to submission for printing.

This requirement comes from the CSSC contract COTR, and no productions or printing from designs outside the CSSC are permitted without meeting the following:

All submissions will be coordinated through CSSC customer service manager and print specialist as early in the development of your project as possible to evaluate the print requirements of the job.

Customers (or designers) are required to provide the following:

- NASA Communications Material Review (CMR) approval email
- Completed and Signed (by Civil Servants ONLY) NASA form NF51
- Completed GPO 952 form
- Data disc with all print files, design files, fonts, and PDFs
- Markzware Flight Check (Mac Version 6 professional, preferred)
- Complete font list (Provide Both Screen and Printer Fonts)
- Full mock-up or laser print out (printer's dummy) of job using data disc files
- Designer should provide contact information, primary and secondary
- Accurate distribution list*
- Submit Library of Congress CIP information*
- Completed GPO 3868 Notification of Intent to Publish Form*
- Acquire approval for Scientific and Technical (STI) number*

The CSSC will be responsible for the following:

- Verifying CMR approval with copy of CMR email
- Verifying completed GPO 952 form and/or GPO 3868 form
- Verifying data disc with print files
- Verifying Flight Check report
- Verifying font list
- Verifying full-scale mock-up of job using data disc files
- Verifying contact information, primary and secondary
- Acquiring ISBN information*
- Acquiring NASA Publications Number
- Manage the print process and delivery of final product

* Item may not be necessary for every print job.

The CSSC print and/or graphics specialist can provide important information about the production files and help the designer locate special papers and inks, as well as information on special production requirements or In-plant quality inspection support. For more information please contact Gail Carter-Kane at 202-358-3656 or email to gail.carter-kane-1@nasa.gov.

Thank you.